



Deborah A. Gist  
Commissioner

State of Rhode Island and Providence Plantations  
**DEPARTMENT OF EDUCATION**  
Shepard Building  
255 Westminister Street  
Providence, Rhode Island 02903-3400

## VACANCY NOTICE

### DIVISION OF FISCAL INTEGRITY AND EFFICIENCIES FINANCE OFFICE

Additional information regarding the RTTT ELC Grants & Finance Officer position  
is available at [www.ride.ri.gov](http://www.ride.ri.gov)

### \*GRANTS AND FINANCE OFFICER

Min \$61,704 – Mid \$80,215

**\*This is a limited position funded through the Race to the Top, Early Learning Challenge grant for the award period of January 1, 2012 through December 31, 2015. Funding for continuation of the position beyond the award period is not guaranteed.**

POSTING PERIOD: February 22 – March 6, 2012

**Applications will be accepted until position is filled.**

<b>APPLICATION REQUIREMENTS:</b>	<b>Mail or email application materials to:</b>
<ul style="list-style-type: none"><li>➤ Cover letter</li><li>➤ Resume</li><li>➤ 2 current letters of reference</li><li>➤ CS-14 application</li><li>➤ Equal Employment Opportunity Form (optional)</li></ul>	<p>Rhode Island Department of Education Office of Human Resources 255 Westminister Street Providence, RI 02903</p> <p><a href="mailto:hr@ride.ri.gov">hr@ride.ri.gov</a></p>

Employment opportunities, application requirements and instructions posted at [www.ride.ri.gov](http://www.ride.ri.gov)

**PLEASE NOTE:** Candidates selected for interview will be required to submit official transcripts.

\*Subject to FTE approval and available funding

REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES CAN BE ARRANGED IN ORDER TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB.

**(Position is part of Local 2012, AFT)**  
**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

Telephone (401)222-4600 Fax (401)222-6178 TTY (800)745-5555 Voice (800)745-6575 Website: [www.ride.ri.gov](http://www.ride.ri.gov)

The Board of Regents does not discriminate on the basis of age, sex, sexual orientation, gender identity/expression, race, color, religion, national origin, or disability.

**DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
NONCLASSIFIED JOB DESCRIPTION**

**TITLE:** Grants and Finance Officer

**GENERAL STATEMENT OF DUTIES:** Incumbents are responsible for the administration, review, negotiation and award of federal and state funds and for associated duties pertaining to the management of education funds in accordance with accounting and grants management principles and Federal and State rules and regulations”

**SUPERVISION RECEIVED:** Works under the supervision of a manager with wide latitude to exercise independent judgement. Work is subject to review on a periodic basis or upon completion for results achieved and for adherence to professional standards of conduct.

**SUPERVISION EXERCISED:** Generally none. May work as part of teams and in collaboration with others with wide latitude for the exercise of independent judgement to achieve results. May be involved in providing input to the performance management process as a peer or colleague as appropriate.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED AND ESSENTIAL FUNCTIONS:**

Acts as liaison to RIDE Offices to provide advice and assistance on the development, implementation, and evaluation of actions designed to maximize resources in support of RIDE’s strategic agenda.

Authorizes all state and federal financial transactions, which includes: serving as the State approved authorized agent for grant awards, contracts, Regent’s Fellows, temporary employees, LEA payment, and state level expenditures; closing out grants when all administrative actions and required work have been performed; and/or, performing other related activities.

Interprets and carries out grants management policies and procedures applicable to assigned grants.

Issues notices of grant awards, amendments, or other changes in grant award for local educational agencies, community-based organizations, and/or other private organizations, which includes: reviewing and approving grant applications; assigning funds to award documents; authorizing approved awards and any changes in approved awards by signing grant award documents or official letters notifying recipient(s) of approved changes; and/or performing other related activities. Provides RIDE Offices advice and assistance on the development, implementation, and evaluation of actions designed to maximize resources in support of RIDE’s strategic agenda.

Works with appropriate officials in establishing deadlines for publishing guidelines, receiving applications, and awarding grants.

Performs reviews of applications made by RIDE to the Federal government and of sub-grantee applications.

Develops and implements new methods of providing business services and facilitating the grant application process.

Resolves or participates in the resolution of audit findings concerning RIDE and LEA’s.

Assists and advises in the strategic planning and budgeting processes; produces State level budgets for various Federal programs/accounts.

Provides technical assistance to department personnel, applicant agencies, and LEA's regarding grant requirements and processes.

Facilitates the processing of required documents and financial status reports through the state Department of Administration Offices and other State and Federal offices.

Performs related work as assigned.

## **REQUIRED QUALIFICATIONS**

### **KNOWLEDGE AND SKILLS:**

Knowledge of applicable Federal, State, and local laws, rules, and regulations

Knowledge of applicable accounting systems.

Knowledge of applicable budgeting systems.

Knowledge of applicable Federal, State, and local laws, rules, and regulations.

Knowledge of Generally Accepted Accounting Principles.

Knowledge of applicable purchasing procedures.

Skilled in communicating effectively, both orally and in writing.

Skilled in working with complex data and utilizing formulas/functions.

Skilled in developing policy documents, procedure manuals, and official correspondence.

Skilled in interpreting complex regulations.

Skilled in performing financial analysis.

Skilled in organizing complex data, including the ability to use and modify computerized financial and other information systems.

Skilled in analyzing and summarizing complex studies.

Skilled in preparing reports.

Skilled in communicating and interpersonal exchanges as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**EDUCATION:** Bachelor's Degree in Finance, Business Administration, Accounting, or a related field; Master's degree or CPA preferred.

**EXPERIENCE:** Five years of finance or grants experience.

and/or any combination of knowledge, skills and experience that is substantially equivalent.

Reasonable accommodations can be made for qualified individuals with a disability.

Date: September 2004